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The City of Renton is accepting applications for

BUSINESS SYSTEMS ANALYST
(Represented by 2170 AFSCME)

Salary Range: $4,718 to $5,745 per month

Date Opened: October 12, 2007
Date Closed: October 26, 2007

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APPLICATION PROCEDURE

To be considered for this position in the Finance and Information Services Department, complete and return a **City of Renton Application, Cover Letter** and a **Resume** on or before 5:00 pm on the closing date to HR & RM, 1055 South Grady Way, Renton, WA 98057.

Applications may be obtained by using the following options:

- Download an application from the City's website, www.rentonwa.gov. Click on "City Jobs Available";
- Request an application via email at bsandler@ci.renton.wa.us;
- Visit the Human Resources & Risk Management Department on the seventh floor at City Hall; or
- Call 425.430.7650.

NATURE OF WORK

Under the direction of an assigned supervisor, work directly with Department Administrator(s) or designee to plan, develop, coordinate and analyze business processes/technology systems to determine the business benefit, potential cost savings and/or productivity/work process improvement potential technology improvements present. This position is responsible for developing best business practices for new and existing procedures/workflow processes as they relate to both automation and systems and other non-automated procedures. This may involve extensive analysis of existing systems as well as systems and technologies available in the commercial market place; formal and informal procurement processes including negotiation of contracts with the assistance of the city attorney's office and city departments, coordination with vendors, and training. Review the feasibility and practicality of requested services; assist in the diagnosis of system interruptions to isolate source of the problem between equipment, system software and application programs and/or customer training by providing technology support where appropriate. Provide the Department Administrator(s) or designee with technology project management by coordinating said projects with the Department's project team.

REPRESENTATIVE DUTIES

- Maintain a leadership role in conducting needs analysis assessments with departmental users application requirements. Communicate with departments to facilitate discussion and study of the use, application and enhancement of related technology to internal and external communication and business systems.
- Analyze the impact of technology services through a variety of methods considering factors such as business process improvement, productivity improvement, cost reduction, improved service level, compatibility, and impact on existing systems and equipment; document alternatives and make recommendations to the Departmental Administrator and Information Services.
- Analyze needs of clients, formulate solutions, design systems and procedures for implementation; determine how technology can be used to resolve the business problem and meet project requirements.
- Coordinate appropriate Request for Proposal (RFP) processes for technology procurement; provide accurate descriptions of departmental technology needs; develop RFP documents to reflect the city's technology need-coordinate RFP distribution to prospective vendors; and evaluate vendor RFP responses in relation to the city's legal requirements and user specifications, including demonstrations, vendor contact and evaluation criteria.

- Evaluate new systems; advise clients on system alternatives; set standards for selection of software and assist Department(s) in making a final choice.
- Assist the Department in seeking opportunities to improve workflow/work process through with cost effective automation.
- Establish and maintain technology project schedules in concert with the Departmental project team.
- Provide assistance in researching of new equipment and applications; assist with future growth plans; and provide recommendations and justification as requested.
- Provide technology project budget oversight between the Department and Information Services.
- Maintain current, up-to-date knowledge on the diversity of technology for workstations, both desktop and mobile computing, printing technology, wireless systems and the diverse types of computing devices.
- Work with Departments to plan for the implementation of systems; assist with installation; development and design of menus/reports, data entry screen layouts, and tutorials for user specific applications; develop schema for information storage of user applications; determine training needs and work with client to arrange for training.
- Guide staff, consultants/contractors in training, planning, assigning, directing and evaluating work.
- Respond to client request for service on problematic systems and/or equipment; troubleshoot problems and develop solutions in conjunction with the City's I.S. Service Desk and/or appropriate I.S staff.
- Assist in the development of software delivery and maintenance contracts between the City and Departmental software vendors.
- Serve as a liaison between various groups to develop policies and procedures for the effective use of department technologies. Incumbent may work with internal technical and non-technical staff, inter and intra-department staff, vendors and a variety of external agencies or governmental entities.
- Develop and maintain procedures for maintaining information in systems. Research available information and standards for maintaining such information and write procedures, communicate and collaborate with technical and non-technical staff and assist management in the implementation of new procedures, upon approval.
- Participate in related systems acquisition efforts as required to provide input and development of a comprehensive technology deployment strategy. Participate in departmental staff meetings, committee meetings to represent cross-departmental functions and needs.
- Manage the public purchasing process (RFP, Bid, etc.) and contract signing procedures. Assure compliance with the City's risk management and legal review requirements.
- Communicate with software vendors throughout the contract, training, implementation and support phases of software projects; provide vendor with design specifications as needed to outline new software requirements and/or changes to existing software.

Representative duties are intended to present the essential duties performed by employees in this class and may not reflect all the duties performed on the job.

EDUCATION & EXPERIENCE REQUIREMENTS
Any combination equivalent to: Bachelors degree in Computer Science, Management Information Systems, Business or related field and two years of experience in project management, systems software, analysis, design, system acquisition or network implementation; a minimum of two successful major project implementations. Industry certifications such as Network+ or A+, MCSA, MCSE, PMP, or CMPA and maintenance of certifications is required for this position. Experience with specific systems and related technology tools as identified during recruitment will be required.

LICENSES AND OTHER REQUIREMENTS:
This position may have access to an area that is governed by Renton City Policy 250-16, "Electronic Data Security" and therefore a required check will be conducted to verify identification, state of residency and national fingerprint-based record checks within 30 days upon employment in the position. Employment in the position will continue based on a successful passing of this background check.

WORKING CONDITIONS:

Work is performed in an office environment but includes the ability to lift and move some computer equipment. Occasional lifting to 40 pounds may be required.

SELECTION PROCEDURE

- Applicants whose experience and qualification most closely meet the requirements of the position as determined by the application and resume will be invited to participate in a competitive selection process consisting of an oral board interview weighed at 100% of the total score.
- A minimum score of 70% on the oral board exam is required for placement on the eligibility list, and will be active for a for a six-month period. Top candidates on this eligibility list may advance for further consideration.
- If you are invited to participate in the selection process and need ADA accommodation, please notify HR & RM at the time you are scheduled for testing. Healthcare provider documentation attesting to accommodation requirements shall be required prior to testing.

VETERAN'S PREFERENCE

In accordance with RCW 41.04, veterans who meet criteria for Veteran's Preference and achieve passing scores on competitive employment examinations may qualify to have 5 to 10% added to their final weighted score where a ranked eligibility list is established. If claiming Veteran's Preference, attach a copy of your DD214 to the back of the application. If the selection process does not include a competitively scored examination process with ranking, Veteran's Preference scoring criteria will not be applied. *Equal Employment Opportunity-10/07/bcs.*